

**From:** [NonprofitWebAdvisor](#)  
**To:** [Kent Smith](#)  
**Subject:** Background Checks, References and Pre-Employment Testing: Guidance for Nonprofits. Register!  
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***In Conjunction with HRWebAdvisor:***

## **Background Checks, References and Pre-Employment Testing: Guidance for Nonprofits**

**A comprehensive review of secure and effective hiring procedures.**

The failure of nonprofits to adequately check or test the background of applicants can result in harm and liability for negligent hiring and reckless endangerment. BUT the "victims" of improper background investigations -- potentially employees, volunteers, and others -- also have legal challenges under the Fair Credit Reporting Act, discrimination laws and invasion of privacy cases. Further, the EEOC and OFCCP appear to have lined up on the side of potential employees which has left nonprofits wondering just how much freedom they are left with to weed out unqualified applicants before they become employees and volunteers.

The hiring process can result in finding the ideal employee or volunteer or in legal liability. A major cause of liability is improper pre-employment testing. The tests or manner of administering them often violate the ADA, Title VII and other discrimination and privacy laws. The ADA requires "validity" for testing, and now there is the added requirement to engage in the "interactive process" before disqualifying a new job applicant. What makes a test valid? What violates the law? What are the dos and don'ts?

Please join Robert Gregg, attorney at law, as he explains a nonprofit's need for secure and effective hiring while avoiding improper practices. Bob will review the key points relating to: negligent hiring, criminal background checks, reference checks, pre-employment testing, the Fair Credit Reporting Act, the ADA, Title VII discrimination, honesty, "right fit" and personality traits testing.

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<b>Date:</b>	August 12, 2015, 1 PM Eastern.
<b>Duration:</b>	Scheduled for 90 minutes including question and answer session.
<b>Price:</b>	<ul style="list-style-type: none"><li>• \$299.00 webinar</li><li>• \$349.00 CD (Includes full audio presentation, Q&amp;A session and presentation slides)</li><li>• \$449.00 webinar + CD</li></ul> <i>* Each option may be viewed by an <b>unlimited</b> number of attendees from the same connection.</i>

<b>CE Credits:</b>	This program has been approved for 1.5 general recertification credit hours toward PHR, SPHR, and GPHR recertification through the HR Certification Institute.
<b>Presenter:</b>	Robert E. Gregg, partner, Boardman & Clark Law Firm, Madison, Wisconsin.
<b>Who Should Attend?</b>	CEOs, executive directors, volunteer coordinators, program managers, HR.

## WHAT YOU'LL LEARN

Just a sampling of the many practical tips you'll take away:

- Discuss EEOC and OFCCP guidance relating to performing background checks and how they relate to nonprofits.
- Understand how the concept of reckless endangerment applies in nonprofit situations where inadequate background checks are performed.
- Understand the requirements associated with the Fair Credit Reporting Act.
- Discuss whether routine background checks should include such areas as: drug and alcohol use, driving record, possible criminal record, etc.
- Understand how much your nonprofit can rely on reference checks.
- Is pre-employment testing worth doing? How do ADA and Title VII discrimination requirements apply?
- Discuss how to do "right fit" and personality traits testing.
- AND MUCH MORE!

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## YOUR CONFERENCE LEADER

Your conference leader for **Background Checks, References and Pre-Employment Screening: Guidance for Nonprofits** is Robert Gregg, attorney at law, and a partner at the Boardman & Clark Law Firm in Madison, Wisconsin. Bob has been involved in employment relations for more than 30 years. He litigates employment cases, representing employers in employment contracts, discrimination cases, FLSA, FMLA and all other areas of employment law. His main emphasis is helping employers achieve enhanced productivity. He has designed the workplace policies of numerous employers, creating positive work environments, and resolving employment problems before they generate lawsuits. Bob has conducted over 3,000 seminars throughout the United States and authored numerous articles on practical employment issues. Bob is a member of the Society for Human Resource Management, the National Speakers Association, is a national faculty member of the American Association for Affirmative Action and serves on the board of directors for the Department of Defense Equal Opportunity Management Institute Foundation.

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